

# **Indian Red Cross Society**

## **Regional warehouse, Noonmati, Guwahati- 20**

### **Physical Verification Report**

A Team comprising the following personnel has done the Physical Verification at Indian Red Cross Society, Regional Warehouse, Noonmati from 5<sup>th</sup> to 7<sup>th</sup> April, 2019.

#### **The members of the Team are as follows-**

1. Mr. Tapash Kumar Saha Roy, Special advisor, DM, IRCS NHQ
2. Mr. Laba Kumar Sarma, State focal Person for DM, IRCS Assam State Branch
3. Mr. Munindra Kumar Sarma, Junior Store Keeper, Regional Warehouse Noonmati

#### **During the verification, the team has done the following works-**

1. Walk through the Warehouse Campus.
2. Checked and verified the Relief Materials stock register at office.
3. Checked and verified the asset stock register.
4. Checked the list of relief Items, fixed & movable assets prepared by Junior Store Keeper with the help of state branch officials.
5. Randomly checked the Relief Items, Assets (fixed & movable) and compared with the lists & stock register.
6. Meeting with State Branch General Secretary & Managing Committee and discussed about the physical verification carried out at the warehouse.

After checking & verifying all the Items & Assets and through the campus, the following observations are found-

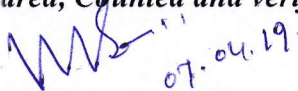
1. There are 5 nos. of Warehouses in the campus.
  - a. 1 of them is newly constructed in 2011 (2 storied building) and now using as warehouse.
2. 4 nos. of old warehouses are abandoned and filled with debris since 2002.
3. The Relief materials are kept in new warehouse building systematically.
4. The old office, garage, rest room for drivers and helper are abandoned and filled with debris since 2002. One small room in the new warehouse is using as office.
5. One 2-Storied building (1<sup>st</sup> floor is under construction) has constructed by IRCS Assam State Branch in 2014-15 with the support from Guwahati Refinery (IOC) in the warehouse campus. State Branch is running a Free Outdoor Patient Clinic at the ground floor of the building since 2016.
6. Four nos. of staff quarters are in use which needs little renovation as reported.
7. Out of 2 nos. of Guard room, 1 is abandoned since 2002 and another 1 is in use.

8. Boundary walls in eastern side are partially broken and about 3-4 feet high. In the northern side, the major part of the wall is broken and about 2.5 feet high. There are no boundary walls in western & southern side.
9. 21 Concrete pillars are seen in western side. Part of this side was encroached by local inhabitants in 2017. This side of the campus is at high risk. There is again a chance of encroachment in future.
10. Some Relief Items belongs to Assam State branch is kept in the warehouse separately.
11. Eight nos. of electric posts reported and out of them, two electric posts were broken in 2015 due to heavy rain and storm. Now electric connectivity is temporarily running in the warehouse without post. After discussion, it is found that there is a possibility of short circuit which needs to be addressed.
12. There is no IT related equipment and connectivity for communication purpose in the warehouse.
13. Out of 81 iron trestle for keeping relief items, 47 are in use which is not enough and 34 are in abandoned warehouses under debris.
14. There are no security person and provision in the campus.
15. There is no permanent or contractual staff in the Regional Warehouse, Noonmati. It was reported that, there are 2 labour and 1 Junior Store Keeper on daily wages basis.

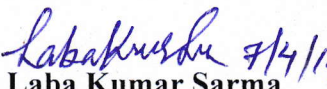
Note: -

The lists of Relief materials, Assets (fixed & movable) are enclosed-

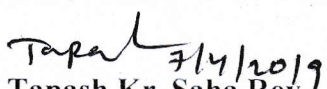
*Prepared, Counted and verified by –*

  
**Munindra Kr. Sarma**  
Jr. Store Keeper  
Regional Warehouse, Noonmati

*Checked by –*

  
**Laba Kumar Sarma**  
State Focal person for DM  
Indian Red Cross Society  
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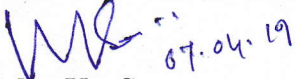
  
**Tapash Kr. Saha Roy**  
Special Advisor (DM)  
Indian Red Cross Society, NHQ

**Indian Red Cross Society**  
**REGIONAL WAREHOUSE, NOONMATI, GUWAHATI-20**  
**PHYSICAL STOCK VERIFICATION REPORT**

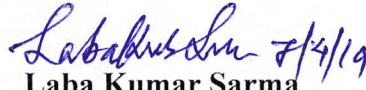
**List of Relief Materials stored in Regional Warehouse, Noonmati, Guwahati**

Sl. No.	Name of items	Unit	Balance stock	Ledger Pg. No.	Remarks
1.	Towel	Pcs.	1200	39	Usable
2.	Bed sheet	Pcs.	200	18	Usable
3.	Kitchen set	Sets	1200	30	Usable
4.	Plastic bucket	Nos.	720	12	Usable
5.	Plastic tarpaulin	Pcs.	2200	41	Usable
6.	Dhoti	Pcs.	100	16	Usable
7.	Blanket (cotton)	Pcs.	4200	24	Usable
8.	Blanket (woolen)	Pcs.	3950	27	Usable
9.	Mosquito net	Pcs.	3200	45	Usable
10.	Aqua Plus -700 water purification Unit	Nos.	2	35	2 AP- 700 are usable but electric motors are not working. May be repaired.
11.	Man Pack Water Purification Unit	Nos.	3	47	Out of order
12.	Family Tent	Nos.	498		500 received from Calcutta Warehouse and handed over to IRCS Assam state Branch in 2017. 2 Nos. dispatched by Assam state branch to Karbi Anglong district in 2018. Out of 498, 25 are un usable.

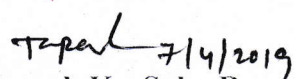
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**REGIONAL WAREHOUSE, NOONMATI, GUWAHATI-20**  
List of fixed Assets (Land, building etc.)

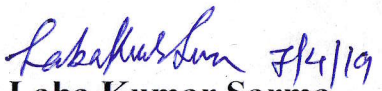
Sl. No.	Name of items	Quantity	Status	Remarks
1.	Land	50 Bigha (12.5 acres)	Total land for the campus	Land comprises of flat areas, undulated hillocks and sloppy areas.
2.	Warehouse (Godown)	5 Nos.	1 building (new, constructed in 2010) is in use and other 4 (old) are not usable	Un usable 4 warehouses, which are old and abandoned and filled with debris up to 4/5 feet and damaged due to heavy rain fall and landslides at hillside since 2002. 1 warehouse is in use and office is running in a small room of the warehouse.
3.	Staff Quarters	4 Nos.	In use	As constructed during 1983 -85, little renovation is required now.
4.	Garage	1 No. (6 chambers)	Un usable	The garage is abandoned and filled with debris up to 4/5 feet and damaged due to heavy rain fall and landslides at hillside since 2002.
5.	Rest room for Driver and helper	1 No.	Un usable	The rest room is abandoned and filled with debris up to 4/5 feet and damaged due to heavy rain fall and landslides at hillside since 2002.
6.	Guard Room	2 Nos.	1 is in use	Another 1 is abandoned and filled with debris up to 4/5 feet and damaged due to heavy rain fall and landslides at hillside since 2002.
7.	Office building (old)	1 No.	Un usable	Abandoned and filled with debris up to 4/5 feet and damaged due to heavy rain fall and landslides at hillside since 2002.
8.	Water tank (concrete)	1 No.	Un usable	Damaged
9.	Water tank (syntax)	3 Nos.	In use	1 tank donated by Guwahati Refinery and 2 nos. of tanks donated by IRCS Assam state branch

10.	Community Health Centre	1 building (2 storied- 1 <sup>st</sup> floor is under construction )	In use	Building constructed in 2014 by Assam State Branch with support from Guwahati Oil Refinery under CSR fund and now state branch is running a Free Outdoor Patient Clinic for community at the ground floor of the building since 2016.
11.	Concrete pillar	21 Nos.	In use	Around the western boundary
12.	Boundary wall	Eastern & Northern side boundary		In eastern side, the wall is partially broken and about 3 feet high and in the northern side, major part is broken and about 2- 2.5 feet high.
13.	Iron gate	3 Nos.	2 in use and another one is damaged	Out of 3 iron gate, 2 are in use and other one is broken and damaged.

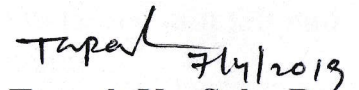
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**REGIONAL WAREHOUSE, NOONMATI, GUWAHATI-20**  
**PHYSICAL STOCK VERIFICATION REPORT**  
List of movable assets of Regional warehouse, Noonmati, Guwahati

Sl. No.	Name of items	Types of Unit	Balance stock	In use	Repairable	Un serviceable	Ledger Pg. No.	Remarks
1.	ASEB Electric meter	No.	2	-		2	1	
2.	Chair wooden (armless)	No.	4	2	1	1	4	
3.	Chair wooden (with arm)	No.	6	3	3	-	11	
4.	Chair (Iron ) Folding	No.	6	6	-	-	73	
5.	Chair (Iron) with canning	No.	4	1	2	1	75	
6.	Computer set	Set	1			1	80	
7.	Bicycle	No.	2		2		21	
8.	Fan (Table)	No.	1		1		77	
9.	Fan (ceiling )	No.	5	4	1		45	
10.	File cabinet (steel)	No.	1	1			69	
11.	Hand pulling cart	No.	2			2	20	
12.	Gum boot	Pair	8	4		4	48	
13.	Iron trestle	No.	81	47		34	47	34 nos. are laying in abandoned godown.
14.	Iron net	Mtr	1.5	1.5			16	
15.	Kachi (Grass cutter)	No.	2			2	22	
16.	Lock	No.	9	9			37	
17.	Needle	No.	4	4			62	
18.	Rack (wooden)	No.	2	2			71	
19.	Rack (Steel )	No.	1	1			67	
20.	Stock Book Register	No.	2	2			25	
21.	Steel Almirah	No.	2	2			60	
22.	Steel table	No.	3	2		1	61	
23.	Spade	No	3		3		14	

24.	Mirror	No.	1			1	44	
25.	Plastic bucket	No.	2	2			7	
26.	Plastic mug	No.	2	2			6	
27.	Table (wooden)	No	1	1			10	
28.	Table glass	No.	1			1	19	Broken & damaged
29.	Torch light	No.	2			2	12	
30.	Deep tube well	No.	1	1			81	
31.	Grill gate (iron)	No.	2	2			3	
32.	Water filter	No.	1			1	5	
33.	Wall clock	No.	1			1	79	Damaged
34.	Umbrella	No.	1			1	9	Damaged

*Prepared, Counted and verified by –*

*MS*  
*07.04.19*

**Munindra Kr. Sarma**

Jr. Store Keeper

Regional Warehouse, Noonmati

*Checked by –*

*Laba Kumar Sarma*  
*7/4/19*

**Laba Kumar Sarma**

**State Focal person for DM**

Indian Red Cross Society

*Checked and verified by –*

*Tapash*  
*7/4/2019*

**Tapash Kr. Saha Roy**

**Special Advisor (DM)**

Indian Red Cross Society, NHq

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**REGIONAL WAREHOUSE, NOONMATI, GUWAHATI-20**

**List of relief materials of IRCS Assam State Branch**  
**laying in the Warehouse campus**

Sl. No.	Name of items	Unit	Balance stock	Remarks
1.	Towel	Pcs.	650	Usable
2.	Bed sheet	Pcs.	700	Usable
3.	Utensil set	Sets	2,800	Usable
4.	Plastic bucket	Nos.	500	Usable
5.	Plastic tarpaulin	Pcs.	1,400	Usable
6.	Dhoti	Pcs.	850	Usable
7.	Blanket (cotton + woolen)	Pcs.	250	Usable
8.	Mosquito net	Pcs.	1,600	Usable
9.	Saree	Pcs.	200	Usable
10.	UNICEF materials	Cartoon	2,000	Received from UNICEF in 2014 as donation. Bucket, mug, cloth, rope etc. are in 1 cartoon. Some items are unusable. State Branch is supposed to examine the items soon.
11.	UNICEF Family Tent	Nos.	10	Received from UNICEF in 2014 as donation. State Branch is using the items as per requirement.
12.	UNICEF utensils (loose)	Pkts	50	Received from UNICEF in 2014 as donation. Some items are unusable. State Branch is supposed to examine the items soon.

**List of fully damaged items of IRCS Assam State Branch**  
**laying in the Warehouse campus in a small room**

Sl. No.	Name of items	Unit	Balance stock	Remarks
1.	Utensil set	Sets	30	Un usable and supposed to condemn
2.	Dhoti	Pcs.	48	Un usable and supposed to condemn
3.	Saree	Pcs.	45	Un usable and supposed to condemn
4.	Water pipe (PVC)	Nos.	6	Un usable and supposed to condemn
5.	Plumbing materials	Pkt	1	Un usable and supposed to condemn

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